MINUTES

Meeting of the MassDOT Board of Directors

October 16, 2017

The MassDOT Board of Directors was called to order at 1:42 p.m. by Chair Stephanie Pollack, joining the Fiscal and Management Control Board meeting already in progress for Joint Board presentations and actions.

Those present were Chair Stephanie Pollack, Directors Dominic Blue, Ruth Bonsignore, Tim King, Steven Poftak, Robert Moylan, Brian Shortsleeve, Betsy Taylor, Monica Tibbits-Nutt and Joseph Sullivan, being a quorum of the Board of Directors of the Massachusetts Department of Transportation (Board).

Also present were Fiscal and Management Control Board (FMCB) Chair Joseph Aiello, Luis Ramirez, Jeff Gonneville, John Englander, Owen Kane, Jonathan Gulliver, Erin Deveney, David Pottier, Jeffrey DeCarlo, Astrid Glynn, Jamey Tesler, Nathan Peyton, John Dalton, Marie Breen, Mike Abramo, Beth Larkin, Julian Tynes, Jess Saintcyr, Gary Foster, Rachel Bain and Patty Leavenworth.

Chair Pollack asked Chairman Joe Aiello to provide the FMCB monthly report. Chair Aiello updated the Board on the last four FMCB meeting, highlighting the approval of new contracts for the MBTA Transit Police Department Dispatch, the Wollaston Station and Quincy Center Garage projects, and GLX contracts. He also noted the FMCB voted for the Authority to submit a Triennial Report to the FTA, meeting the requirement under federal regulation in

order to receive federal funding. Mr. Aiello said the FMCB continued to monitor a host of issues, including AFC 2.0, the Green Line and Red Line service performance, recruitment and retention and the RIDE service center.

Next, Chair Pollack asked John Dalton, Project Manager for the Green Line Extension (GLX) to present Agenda Item 8, an update of the GLX. Mr. Dalton highlighted the project schedule and discussed the GLX Design-Build procurement, as set forth in the attached document labeled, "Green Line Extension Project, October 16, 2017." Discussion ensued.

Chair Pollack next asked Julian Tynes, Assistant Secretary for the Office of Diversity and Civil Rights to present Agenda Item 9, an update on Equal Employment Opportunities (EEO). Mr. Tynes updated the Board on the efforts being undertaken for both MassDOT and the MBTA, and said the US DOT regulations required both agencies, as a condition for receiving federal funds to report on EEO findings periodically, as set forth in the attached document labeled, "Office of Diversity and Civil Rights, MassDOT and MBTA." Barrando Butler, Assistant Director of Civil Rights Investigations contributed to the presentation. Discussion ensued.

Next, Chair Pollack called upon Jessie Saintcyr, Assistant Secretary for Human Resources to present Agenda Item 10, an update on the Human Resources Strategic Plan. Ms. Saintcyr said the strategic plan laid out five key initiatives designed to help HR better support the business needs of MassDOT and the MBTA: branding; succession planning; talent acquisition; talent

management and process simplification, as set forth in the attached document labeled, “MassDOT-MBTA Human Resources Strategic Plan, October 16, 2017.” Discussion ensued.

Chair Pollack next asked Gary Foster, Chief Information Officer to present Agenda Item 11, a discussion on Cyber Security. Mr. Foster noted that based on recent assessments, MassDOT and the MBTA needed to work on improving the security posture and approach information security as en enterprise-wide risk management issue, as set forth in the attached document labeled, “Cyber Security Update, October 16, 2017.” Discussion ensued.

Chair Pollack asked Rachel Bain, Assistant Secretary for the Office of Performance Management and Innovation to present the final item of the Joint Meeting, Agenda Item 12, a discussion on the Preliminary Tracker and Asset Management Reports. Ms. Bain noted that Tracker 2017 was performance relative to targets established for 2018 and 2020 and discussed the MassDOT performance goals.

Patty Leavenworth, Chief Engineer for the Highway Division continued to discuss the Performance and Asset Management Advisory Council Report for FY2017, as set forth in the attached document labeled, “Board Review: FY2017 Tracker, FY2017 Performance and Asset Management Advisory Council Report, October 16, 2017.” Discussion ensued.

On motion duly made and seconded, it was;

VOTED:
To adjourn the Fiscal and Management Control Board meeting at 3:17 p.m.

Chair Pollack continued with the MassDOT-only portion of the meeting and opened up the public comment period (there were no speakers).

Next, was the approval of the minutes of the September 11, 2017 meeting.

On motion duly made and seconded, it was;

VOTED: to approve the minutes of September 11, 2017.

Next, Chair Pollack gave the Report from the Secretary/CEO, Agenda Item 14. Ms. Pollack announced that Jonathan Gulliver had been appointed permanently as Highway Administrator and noted that since General Counsel John Englander had been nominated for the Appeals Court, this may have been his last meeting. She thanked him for his service and announced Marie Breen would be Legal Counsel for MassDOT and that legal counsel for the MBTA had not yet been appointed..

Chair Pollack continued to provide the Board with updates of the following topics: details on the Climate Change Summit with Governor Baker, MassDOT and EOEA; Highway Initiative Safety Plan; Water Transportation Safety Council; Complete Streets and MassDOT's Moving Together Conference.

Next, Chair Pollack called upon Highway Administrator Jonathan Gulliver to give the Report of the Highway Administrator, Agenda Item 15. Before Mr. Gulliver began his report, he wanted to recognize a member of his staff who was the recipient of a prestigious award, and he asked Rich Benevento from the American Public Works Association to present the award. Mr. Benevento said the national awards program recognized outstanding individuals for being the best in public works and announced Pam Marquis, Right of Way Compliance Manager for MassDOT won the Professional Manager of the Year Award for Right of Way.

Mr. Gulliver continued with his report and updated the Board on winter preparedness, the Braintree superstructure replacement construction and the FY2017 Highway Division Ad Program, as set forth in the attached presentation labeled, "Report of Highway Administrator, October 16, 2017." Discussion ensued.

Next, Chair Pollack called upon Registrar Erin Deveney to present the Report from the Registrar of Motor Vehicles, Agenda Item 16. Ms. Deveney provided a status update of the new inspection launch with Applus Technologies. The Registrar discussed the challenges of the new process and the issues that arose for some station owners and said the RMV was continuing to support the inspectors with one-on-one assistance at their locations, as set forth in the attached presentation labeled, "RMV Status: New Inspection Launch, October 16, 2017." Discussion ensued.

Director Joseph Sullivan departed the meeting at 3:54 p.m.

The Chair skipped to Agenda Item 20 and asked Aeronautics Administrator Jeff DeCarlo to discuss the Drone Policy. Mr. DeCarlo noted that drones were widely available and were opportunity for MassDOT and the MBTA as potentially cost effective and useful tools to support their missions and core activities. He said a policy would insure that internal usage would meet legal, standardized methods to access drones and oversight to operate drones safely and effectively, as set forth in the attached document labeled, "Drone Interim Policy, October 16, 2017."

On motion duly made, and seconded, it was:

VOTED:

That the Board of Directors for the Massachusetts Department of Transportation (the "Board") hereby adopts the Interim Drone Policy as presented to the Board during the October 16, 2017 meeting and authorizes the Secretary or her designee, to take all necessary steps to implement said Policy, in the name and on behalf of the Massachusetts Department of Transportation.

After the vote, Director Bonsignore wanted to go on record thanking Administrator DeCarlo for the organized fashion in which he took the Board through the policy and did direct outreach to a number of members; it made the process streamlined and she was proud of what he's done and wished him best of luck.

Chair Pollack noted that the written report of Agenda Item 17, the Report of the Rail and Transit Administrator was included in the board book. She further noted that Agenda Item 19, the FY17 Budget Recap was presented earlier in the

day at the Finance and Audit Committee Meeting and unless there were any issues that needed to be brought up to the full board, the material was included in the board book. Similarly with Agenda Item 21, an update on the Accelerated Bridge Program was presented at the Capital Programs Committee meeting on October 11 and the material was included in the board book. Secretary Pollack said she would be happy to follow up with any questions the members had on either item if necessary.

The Chair deferred Agenda Item 22, a discussion of the Bike and Pedestrian Plan to the next Joint Meeting in November.

Lastly, Chair Pollack asked Michelle Ho, Deputy Chief Financial Officer for MassDOT to discuss Agenda Item 23, an Interagency Service Agreement with Massport. Ms. Ho was requesting the Board extend a contract with Massport to approve the extension of this contract in order to adequately fund the Harbor Dredging Project.

On motion duly made, and seconded, it was;

> **VOTED**: **That the members of the Board of Directors of the Massachusetts Department of Transportation ("MassDOT') hereby approve and authorize the Department through the Secretary, or her designee, to extend a contract with the Massachusetts Port Authority (Massport) for $30,000,000 to fund the state/local share of the U.S. Army Corps of Engineers' capital infrastructure project in Boston Harbor called the Boston Harbor Deep Draft Improvements Project.**

On motion duly made, and seconded, it was;

VOTED:
To adjourn the MassDOT Board of Directors meeting at 4:02 p.m.

Document relied upon for this meeting:

Minutes of September 11, 2017

Green Line Extension Project, October 16, 2017

Office of Diversity and Civil Rights, MassDOT and MBTA

MassDOT-MBTA Human Resources Strategic Plan, October 16, 2017

Cyber Security Update, October 16, 2017

Board Review: FY2017 Tracker, FY2017 Performance and Asset Management Advisory Council Report, October 16, 2017

Report of Highway Administrator, October 16, 2017

RMV Status: New Inspection Launch, October 16, 2017

Report of the Rail and Transit Administrator, October 16, 2017

FY17 Preliminary Year End Update, October 16, 2017

Drone Interim Policy, October 16, 2017

Accelerated Bridge Program Mega Projects Progress Briefing

Harbor Dredging Project Staff Summary, October 16, 2017